

March 6, 2017 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Frank Emory, Chairperson

Mike Haddock, Vice-Chairperson

Zack Koonce, Commissioner

Sondra Ipock-Riggs, Commissioner

Joseph Wiggins, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager

Angelica Hall, Clerk

Brenda Reece, Finance Officer

Jack Jones, Interim DSS Director

Wesley Smith, Health Director

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order. Commissioner Joseph Wiggins gave the invocation.

MOTION was made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the agenda be **APPROVED** with the following additions:

8. Closed Session attorney/client matters in pursuant to NCGS 143.318.11(a)(3).

MOTION made by Commissioner Zack Koonce, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the minutes for Regular Meeting on February 20, 2017 be **APPROVED**.

PUBLIC COMMENT PERIOD:

None

1. HEALTH DEPARTMENT MONTHLY REPORT

Mr. Wesley Smith, Health Director, presented the Board with the January 2017 Health Department Summary Report and reported that there were no animal bites/rabies exposures in January. Mr. Smith also reported to the Board that the Health Department went through Re-Accreditation and passed. A copy of the summary report is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

2. MINORITY DIABETES PREVENTION PROGRAM (MDPP) FUNDING

Mr. Wesley Smith, Health Director, requested approval from the Board to receive additional State Funds in the amount of \$21, 714.85 and increase the Health Department budget for FY 2016-17. Mr. Smith explained to the Board that the Health Department is collaborating with Region 10 initiate the evidence-based Minority Diabetes Prevention Program (MDPP), targeting Africa-American, Hispanic/Latinos and American Indians. As the Lead County for

Region 10, Pitt County Health Department (PCHD) received funding from the NC Office of Minority Health and Health Disparities to implement the MDPP program in the Region 10 counties. A budget for Jones County Health Department has been developed in the amount of \$21, 714.85, however, before any additional funds can be drawn down, the Board must approve receipt of the funds and the subsequent increase in the Health Department's budget for FY 2016-17. **MOTION** made by Commissioner Joseph Wiggins seconded by Commissioner Mike Haddock and unanimously carried **THAT** the request to receive the additional funding in the amount of \$21, 714.85 and increase the Health Department budget for FY 2016-17 be **APPROVED** as presented. A copy of the agreement is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

3. SOCIAL SERVICES UPDATE AND DIRECTOR RECRUITMENT UPDATE

Mr. Jack Jones, Interim DSS Director, presented the Board with the Monthly DSS Report. Mr. Jones also provided an update on the recruitment of a DSS Director, informing the Board that they received 17 applications in which nine were sent to the State for candidate qualification. Three of the applicants were determined to be fully qualified for the position of Director and two were returned due to lack of information needed to determine qualifications. For the two applications that were returned, Mr. Jones explained that they were sending letters to the applicants requesting they provide the missing information. Mr. Jones also informed the Board that the interview questions had been reviewed by the DSS Board Chair, Mrs. Phoebe Emory and Franky Howard, County Manager and that he hoped by the end of the month they would be conducting interviews. A copy of the DSS Report is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

4. JUVENILE CRIME PREVENTION COUNCIL (JCPC) APPOINTMENT

Mr. Jack Jones, Interim DSS Director, presented the Board with a request to appoint Michelle Cannon to the JCPC Board as a replacement for former employee Aimee Greene. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the request to appoint Michelle Cannon to the JCPC Board be **APPROVED** as presented. A copy of the request is marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

5. BUDGET AMINDMENTS 37-41

Mr. Franky Howard presented the Board with Budget Amendments to keep the County in line with expenditures. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the budget amendments 37-41 be **APPROVED** as presented. A copy of the Budget Amendments are marked **EXHIBIT E** and is hereby incorporated and made a part of the minutes.

6. TRILLIUM RESOLUTION REQUEST

Mr. Franky Howard, presented the Board with a request from the Trillium Board, to support a resolution requesting the State to reinstate funding cuts from last year. Motion made by Commissioner Zack Koonce to approve the resolution was rescinded. **MOTION** made by Commissioner Zack Koonce, seconded by Commissioner Joseph Wiggins and carried **THAT** the Resolution be **TABLED** and Dianne Campbell with Trillium be notified to bring the

budget and other supporting documents before the Board. Commissioner Sondra Ipock-Riggs opposed the motion.

7. EMPLOYEE APPRECIATION EVENT REMINDER

Mr. Franky Howard, County Manager, reminded the Board that the Jones County Employee Appreciation Lunch would be Thursday at 11:30-1:30 at the Civic Center.

PUBLIC COMMENT

None

8. CLOSED SESSION- NCGS 143.318.11(a)(3).

Motion made by Commissioner Zack Koonce, seconded by Commissioner Joseph Wiggins, and unanimously carried **THAT** the meeting go into **CLOSED** session pursuant to NCGS 143.318. 311(a)(3), attorney/client matters to discuss the Complaint for Declaratory and Injunctive Relief:

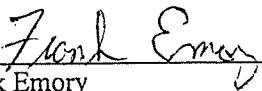
John Hall, Elaine Robinson-Strayhorn, Lindora Toudle, Thomas Jerkings; Plaintiffs

v.

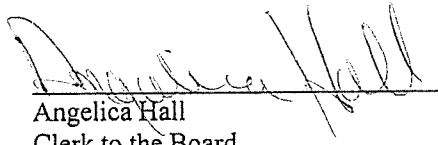
Jones County Board of Commissioners; Franky Emory, in his official capacity as Chairman; W. Michael Haddock, in his official capacity as Vice Chairman; Zack A. Koonce III, in his official capacity as Commissioner; Sondra Ipock-Riggs, in her official capacity as Commissioner; Joseph F. Wiggins in official capacity as Commissioner; Franky J. Howard, in his official capacity as Jones County Manager; Jones County Board of Election; Will H. Brock in his official capacity as Chairman of the Board of Elections; Defendants

Motion made by Commissioner Zack Koonce seconded by Commissioner Joseph Wiggins, and unanimously carried **THAT** the meeting go out of **CLOSED** session.

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the meeting be **ADJOURN** at 10:20 a.m.



Frank Emory
Chairman



Angelica Hall
Clerk to the Board

EXHIBIT A

Jones County Health Department Monthly Summary Report – January 2017		
CLINICAL SERVICES	CURRENT MONTH	YEAR-TO-DATE
Family Planning	8	89
Maternal Health (Pregnancy Tests; Pre-natal Vitamins)	9	22
BCCCP	1	13
Wisewoman	2	26
Immunizations	9	52
Seasonal Flu Shots - Adults	0	130
Seasonal Flu Shots - Children	0	24
STD Screenings/Treatments		72
Communicable Disease Cases/Investigations	10	74
TB Treatments (Latent) & Skin Tests	11	70
Child Health (Wellness)	3	39
Child Health (Sick Care)		11
Dental Varnishing	1	1
Lab Services	64	330
Blood Lead Investigations		6
Sickle Cell Case	0	1
WIC (Women, Infant & Children)		
Food Benefit Issuance	49	286
Initial Certification	6	35
Mid-Certification Assessment	17	65
Subsequent Certifications	25	111
	11	62
Total Clients Participating During the Month	198	
CASE MANAGEMENT SERVICES		
Pregnancy Care Management (OBCM):		
	20	
Contacts Made	157	654
Contacts Attempted (No Contact)	26	88
Care Coordination for Children (CC4C):		
Current Case Load	16	
Contacts Made	73	1,236
Contacts Attempted (No Contact)	8	155
Community Alternatives Program (CAP/DA):		
Current Case Load	23	
Initial Assessment (New Admission)	2	3
Monthly Contacts (By Telephone)	15	124
	9	43
Annual Reassessment	0	11
ENVIRONMENTAL HEALTH		
Food and Lodging:		
F&L Inspections	4	53
F&L Visits	2	54
F&L Pre-Opening Visits	0	5

	0	1
F&L Permits Suspended	0	0
F&L Suspensions Lifted	0	0
F&L Complaint Investigations	1	7
	6	22
On-Site Wastewater:		
Sites Visited/Evaluated	24	143
	1	19
Construction Authorizations	2	23
Other Authorizations	2	26
Migrant Housing Inspections	2	4
	0	4
Consultative Contacts	22	129
Operation Permits Issued	3	18
Private Wells:		
Well Site Evaluated	1	1
Grouting Inspections	0	0
Well Site Construction Visits	0	0
	1	1
Well Certificate of Completion	0	0
Bacteriological Samples Collected	0	4
Other Sample Collected	0	4
	0	0
Rabies Control:		
Animal Bite Reports	0	7
	0	0
VITAL RECORDS		
Death Certificates	3	42
Home Birth Certificates	0	0
Car Seats Distributed by Health Department	1	11
Car Seats Distributed by Partner Agencies	1	2
HEALTH EDUCATION/PREPAREDNESS UPDATES		
<p>Tamara was hired 1/9/17. Began building relationships with existing partners by attending the following meetings: Trillium SOC, CCSAP, CFPT/CCPT. Also attended the CHA Task Force meeting to educate local & regional partners about the 2017 Community Health Assessment. Represented the Health Department at the Jones County Pink Night event held at Jones Senior High School, where she provided information to increase awareness of breast cancer and to promote our BCCCP program.</p>		
OTHER UPDATES		
<p><u>Health Director:</u> The following were presented to the BOCC: 1) Monthly Summary Report and Animal Bite/Exposure Report for November 2) request for additional funds in amount of \$4,549 (Zika) and \$556 (WIC), 3) appointment of Mandy Marshburn to BOH, 4) appointment of Brenda Reece to JCPC, & 5) capital expenditure for car; conducted monthly staff and management team meetings; attended CCSAP Governing Board & Task Force meetings; attended NCALHD Business Meeting; chaired JCPC meeting; attended BOH quarterly meeting; chaired CFPT meeting.</p>		

Jones County Health Department
Animal Bfte/Exposure Monthly Tracking FY 2016-17

Month: January, 2017[illegible]

EXHIBIT B

**CONTRACT FOR SERVICES
BETWEEN PITT COUNTY
AND
JONES COUNTY HEALTH DEPARTMENT**

THIS AGREEMENT is made and entered into this 5th of January, 2017, by and between Pitt County, a political subdivision of the State of North Carolina, for the benefit of its Public Health Department (hereinafter referred to as the "Lead Agency") and Jones County Health Department (hereinafter referred to as "Partnering Agency").

WITNESSETH:

WHEREAS, Lead Agency desires assistance with the evidence-based Minority Diabetes Prevention Program (DPP) targeting African-Americans, Hispanic/Latinos and American Indians; and

WHEREAS, Partnering Agency possesses the expertise and experience to assist County in such capacity;

NOW THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. The Partnering Agency shall provide the services listed in Exhibit A attached hereto and incorporated by reference. All deliverables under this Agreement shall be delivered in a final form acceptable to Lead Agency. The Lead Agency shall provide the services listed in Exhibit B attached hereto and incorporated by reference.
2. Termination. The Lead Agency or the Partnering Agency may terminate this Agreement, with or without cause, at any time by providing thirty (30) days written notice from the terminating party to the non-terminating party. In that event, all finished or unfinished materials shall, at the option of the Lead Agency, become its property. If the Agreement is terminated as provided herein, the Partnering Agency will be paid for all services performed.
3. Regulations. While on Lead Agency's property, Partnering Agency shall comply with Lead Agency's regulations, including but not limited to safety and employee relation's regulations. Lead Agency will provide Partnering Agency with all relevant regulations upon request of Partnering Agency.
4. Term. This Agreement shall commence on the date written above and shall continue until May 31, 2017, unless terminated or amended as provided herein. Upon the completion of this term the parties by mutual consent may renew or extend this agreement by executing a written document signed by both parties.
5. Payment. Lead Agency shall reimburse the Partnering Agency for the salary and fringe benefits, travel and other related expenditures incurred by Partnering Agency for services

rendered under this Agreement. It is understood and agreed by and between the parties that Lead Agency's financial obligation to Partnering Agency under this contract shall not exceed ten thousand dollars and no cents (\$10,000.00) per year. It is anticipated the MDPP Lifestyle Coach will spend approximately 8 hours in fulfilling its obligations under this contract. The particular amount of time may vary from day to day or week to week. Partnering Agency shall submit an invoice detailing the number of hours worked hereunder. Lead Agency shall pay such bill within forty-five (45) days of receipt. It is understood and agreed by and between the parties that the Partnering Agency will not be reimbursed for costs incurred which are not directly related to the activities described under Exhibit A.

6. Entire Agreement and Amendments. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous written or oral negotiations and agreements between them regarding the subject matter hereof. This Agreement may be amended only in writing, which writing must be signed by both of the parties. Each of the statements set forth in the recitals to this Agreement are hereby incorporated herein by reference as a valid representation of the party or parties to whom such statement relates.

7. Assignment. This Agreement is personal to each of the parties hereto, and neither party may assign nor delegate any of its rights or obligations without first obtaining the written consent of the other party. Any purported assignment without prior written consent from the other party shall be null and void. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.

8. Independent Contractor. The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venturer of the other party to the Agreement. The parties shall not exercise control or direct the manner in which other parties perform their duties hereunder except to assure compliance with this Agreement. The parties further agree that Partnering Agency is not eligible for any Lead Agency employee benefits whatsoever and does not possess any rights or privileges as generally established for the Lead Agency's employees.

9. Hold Harmless and Indemnification. Partnering Agency agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Contractor while in the performance of the duties or assignment pursuant to this Agreement.

10. Insurance. Partnering Agency agrees to procure and maintain, or cause to be procured and maintained, an Error and Omissions liability insurance policy covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out of, caused by or the negligence or otherwise wrongful acts or omissions of Partnering Agency. The limits of liability of said insurance shall be at least one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) per aggregate. Contractor shall also procure and maintain, or cause to be procured and maintained, Workers' Compensation coverage for its employees, as may be required by law.

11. Third Party Beneficiary. The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity(ies), not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be construed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.

12. Costs and Taxes. Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.

13. Notice: Any notice required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when personally delivered or three (3) days after being mailed by certified mail, return receipt requested, postage prepaid, to the following addresses, or at such other address as either party may designate in a manner in compliance with this Section:

Dr. John Morrow, Health Director
Pitt County Public Health Center
201 Government Circle
Greenville, North Carolina 27834

Wesley Smith, Health Director
Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, North Carolina 28585

Each party shall keep the other party informed of its current address at all times.

The administrator for the Lead Agency will be Allyson Smith, Interim Minority Diabetes Prevention Program Regional Coordinator, located at Pitt County Health Department, 201 Government Circle, Greenville, NC 27834. Telephone: 252-902-2438 Email: allyson.smith@pittcountync.gov.

The administrator for the Partnering Agency will be Wesley Smith, Health Director at Jones County Health Department, 418 Hwy 58 North, Unit C, Trenton, NC 28585. Telephone: 252-448-9111 Email: wsmith@jonescountync.gov.

14. Applicable Law, Venue, and Service of Process. This Agreement has been entered into in the State of North Carolina, County of Pitt, and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the other party.

15. Force Majeure. The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or part resulting in causes beyond

their control including, but not limited to fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies of raw materials or requirements or regulations of the United States government or any other civil or military authority.

16. Severability. If any provision, or portion thereof, of this Agreement shall for any reason be adjudged by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable, such judgment shall not affect, impair or invalidate the remainder of this Agreement but shall be limited in its operation to the provision of this Agreement directly involved and only the illegal, invalid or unenforceable provision shall be deemed struck.

17. Waiver. The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

18. Counterparts and Facsimiles. This Agreement may be executed in one or more counterparts each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.

19. Headings. The headings and numbers of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

20. E-verify. Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the undersigned hereby certifies that the Partnering Agency named herein, and the Partnering Agency's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

21. Iran Divestment Act. Partnering Agency certifies that, as of the date first written above, it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143-6A-4. Partnering Agency further agrees that it shall not utilize any subcontractor that is identified on the List in the performance of this contract.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative on the date set forth above.

PITT COUNTY:

John H. Morrow, MD, MPH
Health Director
Pitt County Health Department
201 Government Circle
Greenville, NC 27834

Date

Scott Elliott, County Manager
Pitt County
1717 West 5th Street
Greenville, NC 27834

Date

CONTRACTOR:

Wesley Smith, Health Director
Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, NC 28585

Date

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act".

John L. Reed, Business Officer
Pitt County Health Department
201 Government Circle
Greenville, NC 27834

Date

Brenda Reese, Finance Officer
Jones County
418 Hwy 58 North, Unit A
Trenton, NC 28585

Date

EXHIBIT A**Partnering Agency shall provide the following services:**

Implement Minority Diabetes Prevention Programs (MDPP), curricula: PreventT2 or Prevenga el T2 for African-Americans, Hispanic/Latinos and American Indians for the service area defined as the county of Jones with the following criteria:

- a. Identify .20 FTE to serve as a Lifestyle Coach and complete MDPP grant activities.
- b. The Lifestyle Coach will complete the two-day Diabetes Prevention Program Lifestyle Coach training and work closely with the Division of Public Health's MDPP Manager and Regional MDPP Coordinator.
 1. Inform Lead Agency of CDC recognition status and apply for recognition if necessary by Dec 1, 2016 or within one week of date signed.
 2. Work with Lead Agency to subscribe to the Wake Forest School of Medicine Minority DPP data subscription service.
 3. Participate in a Regional Collaborative which will engage, screen and deliver the MDPP.
 4. Screen for Prediabetes a minimum of 30 community members ages 18 years and older and refer to DPP or DSME based on screening results by February 6, 2017. One of the following screening methods is to be used:
 - i. A CDC prediabetes paper screening which requires a score of 9 and above to indicate the presence of prediabetes.
 - ii. A prediabetes paper screening from the American Diabetes Association (ADA) which requires a score of 4 and above to indicate the presence of prediabetes.
 - iii. Plasma glucose measured 2 hours after a 75gm glucose load, with the result of 140 to 199 mg/dl
 - iv. A fasting blood glucose score of 100 to 125mg/dl
 - v. An A1c test resulting in a level of 5.7-6.4 percent, or
 - vi. Clinically diagnosed gestational diabetes mellitus during a previous pregnancy (may be self-reported)
 5. Enroll at least 10 participants in the MDPP and ensure the class make-up meets the requirements outlined by NCDHHS and CDC:
 - i. 100% of participants are:
 - a. 18 years of age or older
 - b. Have a body mass index (BMI) of ≥ 24 kg/m (≥ 22 kg/m, if Asian)
 - ii. Minimum of 75% of participants are members of racial/ethnic minority groups.
 - iii. Minimum of 50% of participants have had a blood test within the last year (may be self-reported), a medical claim code indicating they have prediabetes, or a history of gestational diabetes mellitus according to one of the following specifications:
 - a. Plasma glucose measured 2 hours after a 75 gm glucose load, with a result of 140 to 199 mg/dl

- b. A fasting blood glucose score of 100 to 125mg/dl
 - c. An A1c test resulting in a level of 5.7-6.4 percent
 - d. Clinically diagnosed gestational diabetes mellitus during a previous pregnancy (may be self-reported)
- iv. Maximum of 50% of a program's participants may be considered eligible without a blood test or history of GDM only if they screen positive for prediabetes based on the CDC Prediabetes Screening Test or screen positive for diabetes on the American Diabetes Association Type 2 Diabetes Risk Test or on a claims-based risk test.
- 6. Charge all MDPP participants a one-time fee of \$25. Scholarships in the form of a fee waiver must be offered to any participant who finds the participation fee to be a barrier; Scholarships should be offered on a sliding scale in the amount of \$10, \$15, \$20, depending on need. All participants must pay, at minimum, a one-time fee of \$5 to participate in MDPP. Utilize participant fees received within the program for which they were collected.
- 7. Report to the lead agency revenue received for participant fees and utilization.
- 8. Conduct/implement at least one series of the MDPP beginning no later than February 6, 2017.
- 9. Maintain the following retention rates for the first six months of the program:
 - i. 50% of participants complete 4 classes
 - ii. 33% of participants complete 8 classes
 - iii. 25% of participants complete 9 or more classes
- 10. Make and document a minimum of four good faith attempts to follow-up with MDPP participants who miss a weekly session during the first six months of the program and/or who miss a monthly session during the last six months of the program.
 - i. Each participant follow-up should include two telephone calls and a written letter or email, and may include a home visit.
- 11. Maintain an outreach log to track correspondence with MDPP participants.
- 12. Identify and address barriers as allowed by NCDHHS to participating in the MDPP. Provide items and services (through MDPP funds) that address barriers to participating in the Lifestyle classes including:
 - i. Transportation, bus passes and gas cards
 - ii. Facility rentals
 - iii. Child care
 - iv. Healthy snacks for sessions
- 13. Administer an incentive program for MDPP participants according to the plan listed below to ensure successful completion of lifestyle classes.

Number of classes completed	Corresponding lesson	Participant Incentive
2	Get Active to Prevent T2	T-shirts
3	Track your Activity	Calorie King Books

4	Eat Well to Prevent T2	Portion Plates
8	Shop and Cook to Prevent T2	Digital food scales
10	Find Time for Fitness	Fitness tracker
16	Stay Motivated to Prevent T2	Gym membership or subscription service

14. Enter participant and program data to the MDPP database on a weekly basis.
 15. Maintain and provide all reports requested by NCDHHS to the Lead Agency.
 16. Provide support and guidance to MDPP participants in the lifestyle program and implement standard curriculum designed for the lifestyle program by the CDC. Deliver the program in a way that increases the capacity of MDPP participants to make and sustain positive lifestyle changes. This includes understanding and being sensitive to issues and challenges for individuals trying to make and sustain significant lifestyle changes.
 17. Participate in all mandatory NC OMHHD training sessions and monthly MDPP Lifestyle Coach calls organized by the NC OMHHD and the Community and Clinical Connections for Prevention and Health Branch (CCCCPH) of the Chronic Disease and Injury Section.
- c. Work with the Lead Agency to conduct marketing activities by:
1. Conduct a targeted marketing and awareness campaign utilizing DPH DPP and CDC materials in minority communities. Marketing is to include one or more of the following:
 - i. Billboards and bulletins in minority neighborhoods
 - ii. Running advertisements in English and Spanish or English and Spanish radio stations that rank highly in the target minority communities
 - iii. Direct mail, social media, PSAs, TV ads and other approved media outlets
 - iv. Recruitment at clinical offices (such as flyers and posters)
 - v. Healthcare provider information about prediabetes
 - vi. Worksite education and outreach
 2. Offer all Lifestyle classes and MDPP services in ways that meet the cultural and linguistic needs of the target population and are in line with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (National CLAS Standards)

EXHIBIT B**The Lead Agency agrees to:**

Coordinate Minority Diabetes Prevention Programs (MDPP), curricula: PreventT2 or Prevenga el T2 for African-Americans, Hispanic/Latinos and American Indians for the service area defined as the counties of Beaufort, Carteret, Craven, Greene, Jones, Lenoir, Pamlico, Pitt, Wayne, and Wilson and with the following criteria:

- a. Hire and/or maintain one full-time (1.0 FTE) Regional MDPP Coordinator to support the work in the designated service area. The MDPP Regional Coordinator shall:
 1. Implement the lifestyle program, supervise daily operations related to the lifestyle program, provide support and guidance for lifestyle coaches, and ensure that the program achieves quality performance outcomes. The lifestyle program must include (1) the use of a CDC-approved curricula (i.e. Prevent T2 or Prevenga el T2) with lessons, handouts, and other resources, (2) a lifestyle coach, trained by a Centers for Disease Control & Prevention (CDC) recognized training facility, and (3) a support group for MDPP participants where they can share ideas, celebrate successes, and work to overcome obstacles.
 2. May serve alongside Lifestyle Coach(es) as a fourth Lifestyle Coach as needed.
 3. Ensure that Lifestyle Coaches submit participant and program data to the MDPP database on a weekly basis.
 4. Submit monthly progress reports to the NC OMHHD program contact by the 15th day of the following month.
 5. Participate in all mandatory NC OMHHD training sessions and monthly MDPP Lifestyle Coach calls organized by the NC OMHHD and the Community and Clinical Connections for Prevention and Health Branch (CCCPH) of the Chronic Disease and Injury Section.
 6. Distribute the following supplies to MDPP staff: Food models, blood pressure cuffs, digital scales.
 7. Submit an interim report by February 28, 2017 and a final report by June 30, 2017 to the DPH Program Contact.
 8. Create/lead a Regional Collaborative which will engage, screen and deliver the MDPP.
 9. Work with partner agency to confirm CDC recognition status for the partnering agency.
 10. Provide subscription to the Wake Forest School of Medicine Minority DPP data subscription service database to partners.
 11. Provide Technical Assistance (TA) to Partner Agency to achieve the required deliverables.
 12. Share skill building/training opportunities with Partner Agency.
- b. Provide technical assistance and guidance to the partnering agency to conduct marketing activities using one or more of the following methods:

3. Conduct a targeted marketing and awareness campaign utilizing DPH DPP and CDC materials in minority communities. Marketing is to include one or more of the following:
 - i. Billboards and bulletins in minority neighborhoods
 - ii. Running advertisements in English and Spanish or English and Spanish radio stations that rank highly in the target minority communities
 - iii. Direct mail, social media, PSAs, TV ads and other approved media outlets
 - iv. Recruitment at clinical offices (such as flyers and posters)
 - v. Healthcare provider information about prediabetes
 - vi. Worksite education and outreach
4. Offer all Lifestyle classes and MDPP services in ways that meet the cultural and linguistic needs of the target population and are in line with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (National CLAS Standards)

EXHIBIT C



**Jones County Department of Social Services
Receptionist Log**

March 6, 2017

Medicaid Clients: 130

FNS Clients: 159

Work First: 7

C.I.P: 15

Medicaid Transportation: 51

Child Support: 45

Intake: 129

Total: 536 Clients

Totals for the month of February 2017

Submitted by Leatrechia Kinsey

EXHIBIT D**Social Services Board**

Phoebe Emory
Russell Roberts
Zack Koonce
Lynn Driver
Ramona Gonzales

Jones County

Department of Social Services
418 NC Hwy. 58N Unit D Trenton, North Carolina 28585
Phone: 252-448-2581 Fax: 252-448-5651

Director

Jack B. Jones

Memo

To: Mr. Franky Howard, Manager
From: Jack B. Jones, Interim DSS Director
Date: March 3, 2017
Subject: JCPC Appointment

A handwritten signature in black ink, appearing to be "JB", is written over the "From:" line of the memo.

Franky,

I am requesting that the Jones County Board of Commissioners appoint Ms. Michele Cannon to the Jones County Juvenile Crime Prevention Council (JCPC) as the County DSS Director's designee or representative. Ms. Cannon is a Child Welfare Social Worker with the Jones County Department of Social Services, a position she had held for almost six years. She is a Jones County resident and involved in the community as a Rotarian and a volunteer. She is active in the public school system and serves as a Deputy Precinct worker during Local, State and Federal Elections. Ms. Cannon's appointment will serve to replace Aimee Watson-Green the previous DSS appointee

Please find enclosed information about the JCPC's mission and purpose and the composition of the Council. Thank you for your assistance in this matter, Jack.

Juvenile Crime Prevention Councils
Legislative Intent NC Gen. Stat. §143 B-845

- To prevent juveniles who are at risk from becoming delinquent
- To develop community-based alternatives to Youth Development Centers (YDCs)
- To provide community-based delinquency, substance abuse, and gang prevention strategies and programs
- To provide non-institutional dispositional alternatives that will protect the community and juveniles

(CONTINUED)

Juvenile Crime Prevention Councils
Legislative Intent NC Gen. Stat. §143 B-845

- Programming/Services planned and organized at community level
- Program development at the local level in partnership with the State
- Planning efforts shall include appropriate representation from local government, local public and private agencies serving youth and families, local business leaders, citizens, and youth.

Juvenile Crime Prevention Councils

The Certification

- Juvenile Crime Prevention Councils are "certified" to perform their legislated tasks.
- A Certification must be completed annually and submitted to the Area Office by June 30th of each fiscal year.
- Addresses By-laws, elected officers, conflict of interest
- Defines the legislative parameters of meetings (at least bi-monthly, open meetings, minutes taken
- Defines the planning activities of the council
- Addresses communication with the public (the RFP, the annual plan)
- Defines legislated membership

JCPC Membership (not to exceed 26)

- | | |
|---------------------------------|--------------------------------|
| • School Superintendent | • Chief of Police |
| • Chief District Court Judge | • Sheriff |
| • Local Mental Health Rep. | • DA |
| • County Commissioner | • Business Person |
| • County Manager | • Director of DSS |
| • Chief Court Counselor | • Local Health Director |
| • Recreation Professional | • Faith Community |
| • Juvenile Defense Attorney | • Two under the age 18 |
| • United Way or Non Profit Rep. | • Substance Abuse Professional |
| | • Up to 7 others |

EXHIBIT E

Budget Amendment

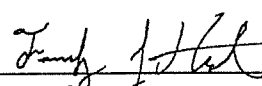
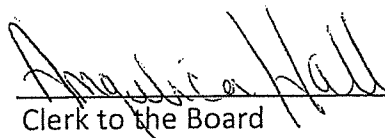

Date: 3/6/2017
Fund: General Fund
Fiscal Year: 2016-2017 Amendment #37

Increase Revenue

Restricted Other	Emergency Management	11-0213-4433-00	583.50
Total			583.50

Increase Expenditures

Emergency Management	Capital/Under \$5000	11-4371-5500-00	583.50
Total			583.50


Chairman
County Manager
Clerk to the Board
Finance Officer

Budget Amendment

Date: 3/6/2017

Fund: General Fund

Fiscal Year: 2016-2017

Amendment #38

Increase Revenue


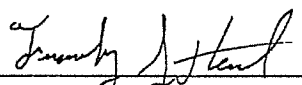
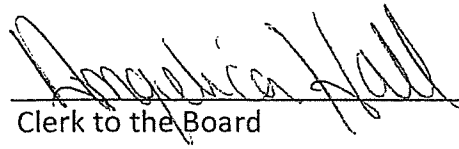
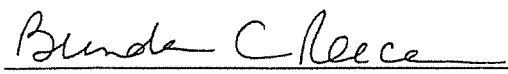
Restricted DSS	ROAP Funding	11-0212-4586-06	17,601.00
----------------	--------------	-----------------	-----------

Total			17,601.00
-------	--	--	-----------

Increase Expenditures

Rural Transportation	ROAP - EDTAP	11-5862-5313-04	17,601.00
----------------------	--------------	-----------------	-----------

Total			17,601.00
-------	--	--	-----------


Chairman
County Manager
Clerk to the Board
Finance Officer

Budget Amendment

Date: 3/6/2017

Fund: General Fund

Fiscal Year: 2016-2017

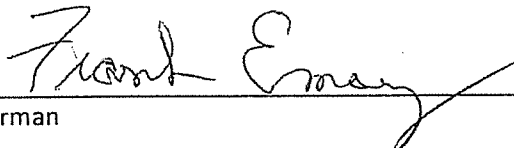
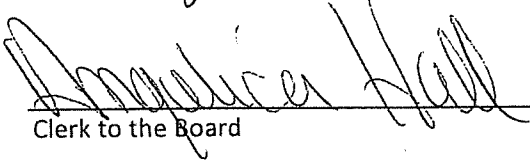

Amendment #39

Decrease Expenditures

Rural Transportation	ROAP - RGP Operating	11-5862-5313-00	37,936.00
TOTAL			37,936.00

Increase Expenditures

Rural Transportation	ROAP - Employment	11-5862-5313-03	4,639.00
Rural Transportation	ROAP - EDTAP	11-5862-5313-04	33,297.00
Total			37,936.00


Chairman
County Manager
Clerk to the Board
Finance Officer

Budget Amendment

Date: 3/6/2017

Fund: General Fund

Fiscal Year: 2016-2017

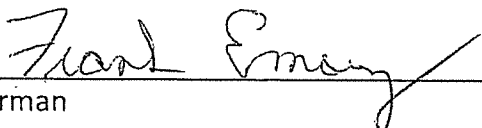
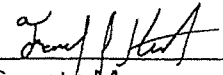
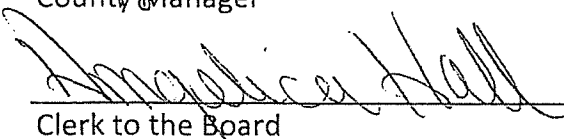
Amendment #40

Increase Revenue

Diabetes (MDPP) Program	Diabetes Revenue	11-0211-4523-15	21,714.85
Total			21,714.85

Increase Expenditures

Diabetes (MDPP) Program	Salaries	11-5176-5121-00	4,356.00
Diabetes (MDPP) Program	FICA	11-5176-5181-00	333.00
Diabetes (MDPP) Program	Retirement	11-5176-5182-00	316.00
Diabetes (MDPP) Program	Hospitalization	11-5176-5183-00	582.00
Diabetes (MDPP) Program	Medical Supplies	11-5176-5239-00	1,735.00
Diabetes (MDPP) Program	Supplies & Materials	11-5176-5260-02	2,044.00
Diabetes (MDPP) Program	Incentives	11-5176-5299-81	2,792.85
Diabetes (MDPP) Program	Mileage	11-5176-5311-00	2,262.00
Diabetes (MDPP) Program	Advertising	11-5176-5391-00	3,240.00
Diabetes (MDPP) Program	Education & Training	11-5176-5395-01	1,000.00
Diabetes (MDPP) Program	Workers Compensation	11-5176-5458-00	44.00
Diabetes (MDPP) Program	Subscriptions	11-5176-5492-00	1,560.00
Diabetes (MDPP) Program	Capital/Under \$5000	11-5176-5500-00	1,450.00
Total Increase in Expenditures			21,714.85


Chairman
County Manager
Clerk to the Board
Finance Officer

Budget Amendment

Date: 3/6/2017

Fund: General Fund

Fiscal Year: 2016-2017

Amendment #41

Increase Revenue

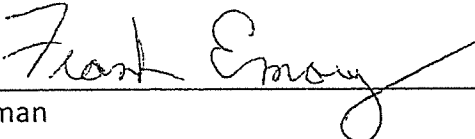
Restricted DSS	Senior Center	11-0212-4586-12	4,833.00
----------------	---------------	-----------------	----------

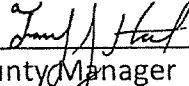
Total			4,833.00
-------	--	--	----------


Increase Expenditures

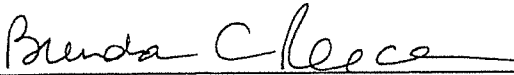
Senior Citizens	General Purpose	11-5860-5299-39	4,833.00
-----------------	-----------------	-----------------	----------

Total			4,833.00
-------	--	--	----------


Chairman


County Manager


Clerk to the Board


Finance Officer